



OKLAHOMA
**Office of Management
& Enterprise Services**

State of Oklahoma
Office of Management and Enterprise Services
Policies and Procedures

Employee Building Entry and Access

Effective Date of Policy: 04/01/2019	Next Scheduled Review: 07/01/2018
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Last Reviewed: 02/25/2019	Replaces Policy Number: OSEEGIB 911; EGID-011
Last Revised: 06/06/2018	
Approved By: Dana Webb, as Designee of OMES Director John Budd	Approval Date: 02/25/2019

Policy

OMES is committed to providing a safe and secure work area for all employees. Therefore, access shall be granted only to current employees and their authorized guests. Security access doors are in place to restrict unauthorized entry to most work areas.

Purpose

This is to provide OMES employees sufficient access to perform their respective job duties and functions while maintaining a high level of security and restricting access to the general population.

Implementation

- Each employee reporting to the Will Rogers building, the Frates building, Landmark Towers, and the Data Center shall be issued one key fob/badge for entry into his/her work area.
- Lost key fobs/badges must be immediately reported to the department's designated Human Resources coordinator for deactivation to avoid unauthorized use.
- All visitors, vendors, etc., are required to log in at the division's reception area. The receptionist will contact the division employee involved. The employee is required to go to the reception area and escort the visitor to the appropriate area. Visitors must be accompanied by an escort at all times when moving throughout the secured areas. If the visitor receives a key fob/badge at the start of their visit to OMES, upon completion of the visit, the visitor must return the key fob/badge to the receptionist before leaving the building or OMES.
- The division's reception area must be notified when meetings are scheduled in areas other than public areas.
- Employee access may be adjusted on a case-by-case basis with supervisor approval.
- Divisions should designate those areas to be regarded as public areas where key fobs/badges are not necessary for access during work hours.
- Each time a door is entered, it is automatically recorded as a matter of record.
- No employee shall allow an unknown person to enter their area behind them.

Failure to comply with these guidelines may result in disciplinary action.